
DCSE Policy & Procedures Unit
Policy Update
PPU 08-10-003

DATE October 9, 2008

SUBJECT: New Procedures for Updating the "Provide By Date" field on the 5th panel of SUOD

Please contact the Policy Unit if you have any questions regarding these or any other changes at
***DCSE-POLICYQUESTIONS, CSE.POLICY or (602) 771-8127.**

The IV-D PARTNERS should send POLICY inquiries directly to DCSE-POLICYQUESTIONS@azdes.gov

This Policy update is being sent to provide new procedures to update the **Provide By Date** on the medical support field in the 5th panel of the **SUOD** screen.

Previously, when a court order did not specify the date the obligated party was ordered to provide medical coverage for the child(ren), staff were instructed to enter the court order sign date.

Beginning immediately, in order to report medical support correctly on the OCSE -157 Report, when the date is not addressed in the court order, enter the 1st of the month following the court order sign date in the **Provide By Date** field.

Staff are urged to view this information directly on OPPM and not create a separate personal file. Click on the link <http://dcsepc>. You will find this Policy Update in Policy Updates 2008.